

Subject
Inclusive and Respectful Language

For
EMPLOYEE HANDBOOK

Also See
ET-03088

Identification	ET-03142 Policy
Effective	1-1-2005
	Page 1 of 2
Replaces	ET-03142 (2-1-1997)

It is the policy of the Michigan Department of Treasury that all departmental forms, form instructions, publications, letters, press releases and business conversations (including telephone conversations) **use inclusive language** and **term of choice** for any racial, ethnic or age group or any persons with a mental or physical handicapping characteristic. In the event a term that is not inclusive is inadvertently used in official Treasury documentation, the document shall be interpreted to include and applied equally to all individuals and groups.

References to People With Disabilities

Focus on the person rather than the disability. Avoid references that define a person by disability (e.g., the blind). Some examples of preferred usage are: person with a disability, person who is blind, person who uses a wheelchair.

For a list of appropriate terms, see *What's in a Name?*, a pamphlet from the Michigan Commission on Disability Concerns. Pamphlets are available in Human Resources Division.

For further information, contact the Michigan Commission on Disability Concerns at:

Department of Labor and Economic Growth
Michigan Commission on Disability Concerns
320 N. Washington Square
Lansing, MI 48913

Phone: (517) 334-8000
Toll Free: (877) 499-6232
Online: mcdc@michigan.gov

Terms of Choice

Refer to a group of people using the group's preferred name for itself (e.g., Native American vs. American Indian; African American vs. Black or Negro, etc.). Since terms of choice change over time, this policy of using the group's term of choice applies **even when the group's preferred name is not the same name used in statute or rule**. Verification should be made first through the Equal Employment Opportunity (EEO) officer who shall use appropriate groups and associations as advisors in determining current terms of choice for groups. Examples include the Departments of Civil Rights and Civil Service, the National Association for the Advancement of Colored People (NAACP), the Commission on Indian Affairs, the Office of Services to the Aging or another group generally recognized as authoritative in the particular case.

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Page 2 of 2

Other Information

Also see Policy ET-03088 in the Employee Handbook regarding required information to include in all publications for the general public.

End